

**POSITION GUIDE**  
**NONAPPROPRIATED FUNDS**

JOB NUMBER:  
FLSA: EXEMPT

TITLE: Engineering Technician (Lodging)

PAY PLAN/SERIES/LEVEL - NF-0802-4

**MAJOR DUTIES:**

Responsible for all NAF minor construction, maintenance and repair projects and the supply and maybe responsible for warehousing functions in support of the installation lodging activity. Develops and/or assists in the development of plans for the execution of work projects. Prepares and monitors the 5-year plan and Capital Purchase and Minor Construction projects. Prepares justifications; coordinates actions with finance, engineering DPW, and user personnel; and briefs all concerned individuals on progress of projects. Negotiates changes in needs. Develops and/or assists in preparing concept sketches and work orders. Maintains work orders. Attends meetings throughout the contract execution phases and serves as installation representative on construction activities. Reviews progress and measures performance. Assures early identification of customer problems or issues and facilitates the resolution of identified problems. Develops and monitors preventive and recurring maintenance programs. Projects work requirements and budgets accordingly.

**CONDITIONS OF EMPLOYMENT:**

Completion of a satisfactory National Agency Check.

**QUALIFICATION REQUIREMENTS:**

Work experience indicating an acquired knowledge of engineering designs, blue prints, master planning, environmental policies, safety policies, maintenance, supply, and contracting procedures. Must be knowledgeable of all funding sources and have an industry familiarity of the type activity filling the position. Must be able to document and verbalize problems, changes, and needs.